



# Writing Your Own Success: Theses and Dissertations at Georgia Tech

Sponsored by the  
Office of Graduate Studies



# Graduation Checklist: Master's Thesis Students

Before submitting your final thesis:

- Submit the following items to the Office of the Registrar:
  - ✓ [Online Application for Graduation](#)
  - ✓ [Approved Program of Study form](#)
- Complete the Responsible Conduct of Research (RCR) training for master's thesis students.
  - ✓ Required for any student registered for 7000-level thesis hours. Options to satisfy the requirement include completing online training or an RCR course.
  - ✓ Details available at <http://rcr.gatech.edu/masters-policy>.

# Graduation Checklist: Master's Thesis Students

Before submitting your final thesis (*continued*):

- The Request for [Approval of Master's Thesis Topic form](#) must be approved by the Office of Graduate Studies.
  - ✓ Should be submitted at least a semester prior to graduation.
  - ✓ If RCR training isn't completed by the time the form is submitted, then it will not be processed. The form will be returned to the department.
- Provide a one-page biography page, which will be used for any external review committee members.

# Graduation Checklist: Master's Thesis Students

Once the preliminary review is complete:

- Check your format with the Graduate Thesis Office.  
(Please submit your thesis by the [initial format checking deadline](#).)
  - ✓ Adhere to format in the manual available on the Theses and Dissertations portion of the Graduate Studies website ([www.grad.gatech.edu](http://www.grad.gatech.edu)).
- Submit the following [forms](#) available on the Theses and Dissertations portion of the Graduate Studies website:
  - ✓ Certificate of Master's Thesis Approval signed by all committee members (on same page). Faxed/electronic signatures not accepted.
  - ✓ Waiver of Enrollment Form (if applicable).
  - ✓ SMARTech agreement form.
  - ✓ Request for Withholding of Thesis/Dissertation form (if applicable).

# Graduation Checklist: Master's Thesis Students

Once the preliminary review is complete (*continued*):

- Submit your information and a PDF of your thesis to <http://thesis.gatech.edu>. This electronic format allows for those searching for your document to access it via Georgia Tech's SMARTech online repository.
  - ✓ To embargo publication for a year, your advisor should complete a withholding form, and you'll select the "one year embargo" option when uploading your document.
- Make any changes to the electronic document (if Graduate Studies notifies you any corrections need to be made).

# Graduation Checklist: Master's Thesis Students

Once Graduate Studies has all of the pre-presentation and master's presentation-related documents, they will approve your thesis and let the Office of the Registrar know that you are eligible to...

**GRADUATE!**

# Graduation Checklist: Ph.D. Students

## Before submitting your final dissertation:

- Register for the appropriate number of thesis hours.
  - ✓ Minimum of one hour if in last semester (only allowed once) or submit [Waiver of Enrollment](#) with thesis by the end of the registration period.
- Complete the Responsible Conduct of Research (RCR) training for doctoral students.
  - ✓ Applies to all students with an admit date of Fall 2011 or later, including students who enrolled in a master's program at that time and have transitioned to a doctoral program
  - ✓ Must complete an online CITI RCR course within 90 days of first semester. <http://rcr.gatech.edu/online-training>
  - ✓ Must also complete a credit RCR course approved for doctoral students.
  - ✓ Details are available at <http://rcr.gatech.edu/doctoral-policy>.



# Graduation Checklist: Ph.D. Students

Before submitting your final dissertation (*continued*):

- Complete [Online Application for Graduation](#) and [Request for Admission to Ph.D. Candidacy form](#) (Ph.D. minor letter, announcement of defense presentation, and one-page bio or vita for any external review committee members).
- Submit the following [forms](#) available on the Theses and Dissertations portion of the Graduate Studies website ([www.grad.gatech.edu](http://www.grad.gatech.edu)):
  - ✓ Certificate of Dissertation Approval form (signed by all committee members).
  - ✓ Survey of Earned Doctorates form.
  - ✓ SMARTech agreement form.
  - ✓ Two copies of abstract and cover pages.
- Schedule and pass oral presentation.



# Graduation Checklist: Ph.D. Students

Once the preliminary review is complete:

- Submit your information and a PDF of your dissertation to <http://thesis.gatech.edu>.
  - ✓ Supplemental documents can be included such as data, images, and spreadsheets.
- Make any changes to the electronic document (if Graduate Studies notifies you any corrections need to be made).

# Graduation Checklist: Ph.D. Students

Once Graduate Studies has all of the pre-dissertation and dissertation-related documents, they will approve your thesis and let the Office of the Registrar know that you are eligible to...

**GRADUATE!**

# Enrollment during Last Semester

## Things to remember:

- ✓ Reactivate degree petition if necessary.
- ✓ All students must be enrolled in a minimum of three hours each semester. Enrolling for one hour of thesis is allowed only during last semester. This exception to regular enrollment requirements may only be used once per degree.
- ✓ Students who completed all requirements in the previous semester and don't need to enroll during their final semester may submit an [Enrollment Waiver Form](#).

# Fair Use

Section 107 of the Copyright Act governs fair use of copyrighted works. Section 107 states the following:

*The fair use of a copyrighted work...for the purposes such as criticism, comment, news reporting, teaching...scholarship, or research is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered...include:*

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- the effect of the use upon the potential market for or value of the copyrighted work.

For more information contact the Scholarly Communications Librarian at [etd@library.gatech.edu](mailto:etd@library.gatech.edu) or the Office of Legal Affairs at [asklegal@gatech.edu](mailto:asklegal@gatech.edu).

# Fair Use

- Permission is good — but you don't *always* have to have it. Fair use gives the right to re-use content when keeping these factors in mind:
  - ✓ Purpose of re-use.
  - ✓ Nature of original work.
  - ✓ Amount of original re-used.
  - ✓ Effect of re-use on original's market value.

# Copyright

- How do I get copyright for my thesis/dissertation?
  - ✓ You automatically have copyright for life plus 70 years after your death.
  - ✓ You have all of the rights of dissemination or transfer. (Georgia Tech only gets the license to post a copy in SMARTech — it doesn't hold any other permissions.)
  - ✓ You don't have to register it, but you get more legal protection if you do. (Register at the Library of Congress website.)
- Your thesis will go into SMARTech, where anyone can access your document. This doesn't mean people can plagiarize it. Others must contact *you* first for re-use permissions — unless you use Creative Commons Licensing.

# Creative Commons Licensing

- Creative Commons licenses help creators (licensors) retain copyright while allowing others to copy, distribute, and otherwise reuse their work.
- You can specify non-commercial reuses only.
- Licenses work around the world and last as long as applicable copyright lasts.
- Find more information at <https://creativecommons.org/licenses>.



# Disseminating your Thesis or Dissertation

- [Academia.edu](https://www.academia.edu/): Includes 5 million uploaded papers, shared with 22 million members. Requires free account.
- [ResearchGate](https://www.researchgate.net/): Accepts publications and data; 6 million members have posted 75 million documents, figures, and datasets. Requires free account registration.
- [Figshare](https://www.figshare.com/): Began as a data and figure repository, now includes publications, code, and thousands of theses/dissertations. Requires free account registration.
- [ProQuest](https://www.proquest.com/) (formerly UMI): ProQuest has been archiving theses for many years, and recently stopped charging for digital submission. A subscription is required to access the full texts of the ETD's submitted to ProQuest. Indexed in several science and technology databases. Contact [disspub@proquest.com](mailto:disspub@proquest.com) for submission information. Georgia Tech stopped requiring submission to ProQuest in 2012.

# Submitting Datasets with your Thesis or Dissertation

Submit your data and code:

- Ensure reproducibility of your work
- Demonstrate your value as a top notch researcher
- Allow others to build upon your work
- Comply with federal funding agency requirements
- Have confidence that you can find the materials later in your career
- Give your faculty advisor peace of mind that they can find the materials after you've graduated

# How to Submit

- Do you want your data on a separate record (like [this](#) and [this](#))?
- Did your work involve human subjects or other sensitive materials?
- Are your data larger than 512 MB?

If you answered “no” to all of these questions, you should submit your dataset, code, scripts, and other supplemental materials via Vireo, right along with your thesis or dissertation.

# How To Submit (continued)

- Do you want your data on a separate record (like [this](#) and this)?
- Did your work involve human subjects or other sensitive materials?
- Are your data larger than 512 MB?

If you answered “YES” to any of these questions, contact Fred Rascoe at [fred.rascoe@library.gatech.edu](mailto:fred.rascoe@library.gatech.edu). He will make arrangements for you to deposit your data.

# Documentation of Datasets

All datasets, no matter how you submit them, should be accompanied by additional documentation.



If you don't already have materials describing your dataset, use [our template](#) to create a "README.txt" file.

# Questions Regarding Datasets

Feel to contact:

**Fred Rascoe**

Scholarly Communication Librarian

[fred.rascoe@library.gatech.edu](mailto:fred.rascoe@library.gatech.edu)

# Redactions and Eratta

- All changes to a document after it has been submitted to SMARTech must have prior approval from both the advisor and the Vice Provost for Graduate Education and Faculty Development.
- Redaction and Errata forms can be found in the Theses and Dissertation Forms section of the Graduate Studies website (<http://www.grad.gatech.edu/theses-dissertations-forms>).



# Writing Resources

The Center for the Enhancement of Teaching and Learning ([CETL](#)) offers writing courses to support you including:

- CETL 8721 - Academic Writing for Graduate Students
- CETL 8722 - Academic Writing for International Graduate Students (1 credit)

For more information, visit

<http://www.cetl.gatech.edu/courses/gradcourses>.

# Thesis Deadlines

**DEADLINES VARY BY SEMESTER – SEE DEADLINES AT:**

**<http://www.grad.gatech.edu/theses-dissertations-deadlines>**

# Questions?

## Graduate Thesis Office Office of Graduate Studies

Office Location:

Savant Building, Suite 318

631 Cherry Street

Atlanta, GA 30332-0215

Phone: (404) 894-3092

Email: [thesis@grad.gatech.edu](mailto:thesis@grad.gatech.edu)

Website: [www.grad.gatech.edu](http://www.grad.gatech.edu)